

Summer Feeding Program 2022

Louisiana Department of Health
Retail Food Program
Alina Carlin



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Summer Feeding Food Service Sponsors

Sponsors must apply for permits for each feeding and/or cooking site through the local LDH office.

Existing SFAs must inform the parish Sanitarians' office of the SFA's status on whether Summer Feeding will be provided – inform the parish of the operations that will take place.

- Include:
- Cooking and feeding site locations/delivery routes
 - Congregate vs. non-congregate sites
 - Single day meals vs. multiple meals
 - Who is providing the meals?
 - Plan for how food will be delivered safely



Only schools that are part of the USDA National School Breakfast and School Lunch Program, do not require an additional permit to operate.

The Congregate Summer Feeding Site and/or cooking site **Must** Have a LDH Permit to Operate!

If the school serves food at a different location then they will need a permit at that other feeding site location (except Grab and Go sites with no food holding overnight, no food prep).

Sites must have a Louisiana Department of Education (LDOE) approved sponsor.

The temporary permit will expire.



Title 51, Part XXIII. Retail Food Establishments requires that anyone who sells or distributes food have a LDH Permit to Operate.

The Sponsor/site needs a LDH permit to distribute food. However, Non-Congregate Grab and Go sites with no food holding overnight, and no food preparation, no LDH permit will be required for **Summer Feeding**.

Summer Feeding Sponsor Kitchen and Site

Must meet Sanitary Code Requirements

- Louisiana Administrative Code, Title 51,
Part XXIII. Retail Food Establishments

→ www.eatsafe.la.gov

Types of Sites

- Full Service Kitchen
- Satellite kitchen
- Outdoor Sites
- Mobile Units
- During COVID-19 Pandemic ONLY: Contact LDOE for more details for waivers for non-congregate feeding sites expiration dates.
 - Grab and Go Sites (USDA Waiver for non-congregate pick-up of food)
 - Delivery to Homes (USDA Waiver to allow for delivery of meal(s))

Full Service Kitchen – Any Kitchen that prepares, cooks, and/or heats food to serve

These sites will be required to have:

- a hand sink, with hot and cold running water in all food prep and dishwashing areas (including soap and paper towels)
- a hand sink, soap and paper towels accessible for the children in congregate settings (away from food prep areas)
- a three compartment sink
- a grease trap (contact the Chief Building Official in your parish)
- cold holding equipment and possibly hot holding equipment (depending on menu)
- soap, sanitizer and sanitizer test strips for washing, rinsing, and sanitizing.
- mop sink, and dumpster pad
- restrooms for staff, and children dining at the site

Satellite Kitchen – A kitchen where no food prep or cooking takes place

- Food is provided from a Sponsor run full service summer feeding site or from a commercial kitchen with a LDH Food and Drug Manufacturing Permit.
- Utensils must be returned to the prep site for proper dishwashing and sanitizing
- All food items must arrive on temp and a log must be used to record dates, times, and temperatures of food.
 - Retain logs for 3 years + current year as required by USDA/LDOE.
- Minimal Food Assembly
- **With congregate dining, a hand sink must be available with hot water and soap and paper towels for children and servers to wash their hands.**
- Restrooms for staff, and children dining at the site

Congregate Feeding Site Only

- There are minimum requirements for feeding sites that must be met for a permit to be issued.
- The feeding site staff must have access to equipment and plumbing noted as available at the site.
- Children dining at the site must have hand washing facilities and supplies.
- The permit must be posted at the feeding site for all days of service.
- The temporary permit will be issued for dates provided by your Sponsor

Congregate Dining Outdoor Sites

- All food must arrive as a packaged unit.
- No food assembly.
- Utensils must be returned to the prep site for proper dishwashing and sanitizing.
- Containers (ice chests, cambros, etc.) must be maintained clean.
- A hand sink with hot water, soap, and paper towels must be available for children and servers.
- Restrooms



Congregate Dining Mobile Units –Traveling Food Establishments

- **All food must arrive as a packaged unit** (No food assembly on mobile unit)
 - Food package or plate of food must be assembled at the commissary
- Safest meals are shelf stable. **If food transported to sites is potentially hazardous, the mobile unit must use Time as Public Health Control.**
 - The operator is required to have written plan, keep logs, and discard all PHF/TCS foods at the end of the four-hour allowance. – Logs must indicate time food was removed from temperature control and time for discard. Maintain logs for 3 years plus the current year. Food should be labeled with discard time.
- Single service utensils/plates only



Congregate Feeding Mobile Units: What's a commissary?

- **Permitted base of operations – LDH Permitted brick and mortar building where food is stored, prepared and held at the appropriate temperature before delivered to sites.**
- A letter from the commissary is required
 - Must report to commissary daily for supplies and cleaning services.
 - Provided for dumping and flushing liquid waste from the waste water tank
 - Liquid waste shall be discharged to a permitted sanitary sewage system
 - The servicing area must be kept clean and in good repair
 - Potable water servicing equipment must be installed to prevent cross-contamination
 - Potable water must be obtained from the Commissary (for hand sinks if applicable)

Congregate Feeding Mobile Food Unit

- Restrooms must be provided by the stop site.
- A hand sink with hot water, soap, and paper towels must be available for children and servers.
 - The site may add additional hand sinks with portable sinks for use by the diners of the congregate mobile unit. If portable hand sinks are used, they must be filled with potable water, waste water must be discarded.
- The operator must include a schedule of the proposed times and address of stops on the route.

Congregate Mobile Food Establishments VS. Non-congregate Delivery Vehicles

Congregate MFE's

- Children eat at the site
- LDH Permitted Travelling Food Establishment that delivers meals to the feeding site
- Food must be packaged at commissary
- Typically single meal served- Time as Public Health Control Only
- Discard times marked on Potentially Hazardous Foods
- Children must wash hands prior to meal at the site
- Restrooms are required at the site

Non – Congregate Delivery Vehicles

- Grab and go, or Meal Delivery to Homes
- Refrigerated trucks or other approved delivery vehicles depending on Sponsor's plan for packaging and meals served. – No LDH Permit required
- Delivery of 1 meal/recipient
(Time/temperature for Safety or Time as Public Health Control)
- Delivery of multiple days of meals
(Time/temperature control for Safety only)
- Labels required on packaged food for single TCS and multiple meals
- A hand sink is not required at the site for children to wash hands
- Restrooms are not required.

Non-Congregate Meal Options

(During Covid-19 only)

Grab & Go, or Delivery to homes *(Prior arrangements to receive meals)*

For one day meal, prepared in sponsor kitchens/full service kitchens:

- Each individual container must include:
 - meal contents
 - source of food
 - holding temperature and PHF/TCS foods maintain a safe temperature **(41F or colder, Frozen solid 0F, 135F or warmer)** until given to the recipient.
 - rewarming instructions if necessary
- May use time as public health control for PHF/TCS Foods.
 - Written plan and daily logs required.
 - Logs shall be maintained 3 years + current year.
 - Discard times must be on food.

Non-Congregate Meal Options (During Covid-19 only)

Grab & Go, or Delivery to homes *(Prior arrangements to receive meals)*

For multiple days of meals, prepared in sponsor kitchens/full service kitchens:

- LABELS: Each individual container must include:
 - meal contents
 - source of food
 - Holding Temperature and PHF/TCS foods must be maintained on temperature **(41F or colder, Frozen solid 0F, 135F or warmer)** until given to the recipient.
 - Instructions on how to hold and how to warm/prepare.
- Must transport/hold under temperature control

Summer Feeding Site: Applications for Permit found at www.eatsafe.la.gov

- Any cooking site that does not have a current annual LDH permit to operate must submit:
 - Retail Food Plans Review Packet Questionnaire (include floor plan and menu)
 - Include the Summer Feeding Site Questionnaire.
- Any first time use site that has never been used as a Summer Feeding site submit:
 - Retail Food Plans Review Packet Questionnaire (include floor plan and menu)
 - Summer Feeding Site Questionnaire
- For Returning SFA sponsors, with no change in operation from previous year's submission,
 - Only submit the Summer Feeding Site Questionnaire.
- Congregate Mobile Food Units (Travelling food establishments) must also submit:
 - **Mobile Food Establishment Plans Review Questionnaire (include a floor plan, menu, commissary letter, and Time As Public Health Control Plan for Potentially Hazardous Foods)**
 - SF Site Questionnaire
 - Provide a list of site locations where children will eat food.

Summer Feeding Site Questionnaire: Where and when to send applications?

- Should be filled out and submitted to the local LDH office **a minimum of two weeks** before the Summer Feeding service begins. Plans typically can take 7-10 business days for review/approval. Plans are not always approved.
- Include a floor plan of the space and a sample menu.
- The local Health Department staff may ask for additional information that may prolong the permitting process. – **Don't wait until the last minute!**
- Remember, May 15th is the deadline to apply with LDOE as a Sponsor.

Permit: Plumbing Requirements

- The Chief Building Official in the city/parish office regulates plumbing.
 - Including: - Restroom fixture counts
 - Grease Trap Sizing
- **Be sure to contact the CBO early so there is no delay for the approval of the site.**

Summer Feeding Site Questionnaire

- ▶ If the site manager does not own the site location, **the Sponsor must submit a site agreement made with the owner of the site.**
 - Include information regarding the equipment that the Summer Feeding Site will have access to in the facility.
 - Provide the times that Summer Feeding meals will be served.

Summer Feeding Site Questionnaire

- ▶ Transportation of food:
 - Sponsors who plan to deliver (or have delivered) prepared food to multiple feeding sites, grab and go sites, and Meal Delivery routes:
 - Submit:
 - Locations/routes of all feeding sites
(including non-congregate grab and go sites, and non-congregate meal delivery routes)
 - For meal delivery to homes, LDH does not want to know individual recipients' home locations, name, or contact information.
 - Proposed delivery times
- Submit a written plan explaining the delivery plan for holding food at safe temperatures.
 - Train staff how to monitor and record temperatures.

Application for Permit : Mobile Units (Not including non-congregate delivery of meals)

- Each unit must submit an application packet
- The operator must include:
 - A schedule of the proposed feeding times and
 - Address of stops on the route
- Reminder: If potentially hazardous food is served:
 - A written plan for using time as a public health control must also be submitted.
 - Logs must be maintained.
 - Responsibility of cooking site to mark when food was taken out of temperature control.
 - Responsibility of feeding site to mark when food is used or discarded.
- Reminder: Commissary Letter must be submitted

Permit: Plans have been Approved. What's Next?

- After plans have been approved by the Parish Sanitarians office, an approval letter will be sent to the applicant.
 - **You must contact the local LDH Sanitarians' office to schedule a pre-opening inspection**
 - The inspector will schedule your inspection. You must call in advance.
 - **A person with the legal authority to sign for the Sponsor must sign the temporary permit to operate** before or at the time of inspection.
 - **A Person In Charge (PIC) of the Summer Feeding site must be onsite at the time of inspection.**

Inspections

- The site is to be ready for service
 - Refrigeration 41F or lower
 - Hot water, Sanitizer, Sanitizer test strips, soap & paper towels must be provided
- The permits will not be back dated to include dates of service previous to the issuance of the permit.
- In some cases, based on length of service, a second routine inspection is required (if longer than 31 days of operation).

Summer Feeding Site Permit

- The issuing of a temporary permit occurs when all requirements are satisfied and the site passes Inspection.
- The site must not operate until a temporary permit has been issued.
- Permits are not transferrable to other owners or locations.
- The end date on the permit indicates the end of food service. If extensions are needed, the sponsor should contact the local LDH office to request an extension.
- Post the temporary permit from LDH and the inspection reports at the feeding site during hours of operation.

REMEMBER:

The Summer Feeding Site must have a Temporary Permit to operate!!!

Make sure to submit the Summer Feeding Application and Retail Food Plans Review Questionnaire (if needed) at least 2 weeks before you plan to operate. Do not wait until the last minute!

Deadline for Sponsors to submit applications is May 15th.

Helpful Information

- Go to our website : www.eatsafe.la.gov
 - “Summer Feeding Information”
 - Summer Feeding Site Questionnaire
 - Plans Review Packet Questionnaire (For Retail Food Establishments)
 - Plans Review Packet Questionnaire for Mobile Food Establishments
- You may also contact the local LDH office for the Summer Feeding Site Questionnaire.
- Not every LDH office has clerical staff. Remember to contact the office before stopping by to ensure someone will be there to help you.

Questions???

Alina Carlin

- ▶ Retail Food Program Manager
- ▶ Email: Alina.Carlin@la.gov
- ▶ Phone: (225)342-7688

Carol Neusetzer

- ▶ Assistant Administrator/Field Operations
- ▶ Email: Carol.Neusetzer@la.gov
- ▶ Phone: (225)342-7779